

Annual Financial Report

Charters

Presented by the

Arizona Department of Education
School Finance Unit

Nettie Klingler

April Rivera

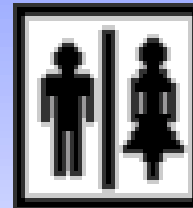
Rachel Meier

Before we begin:

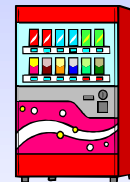
1. Turn off cell phones and pagers



2. Locate restrooms

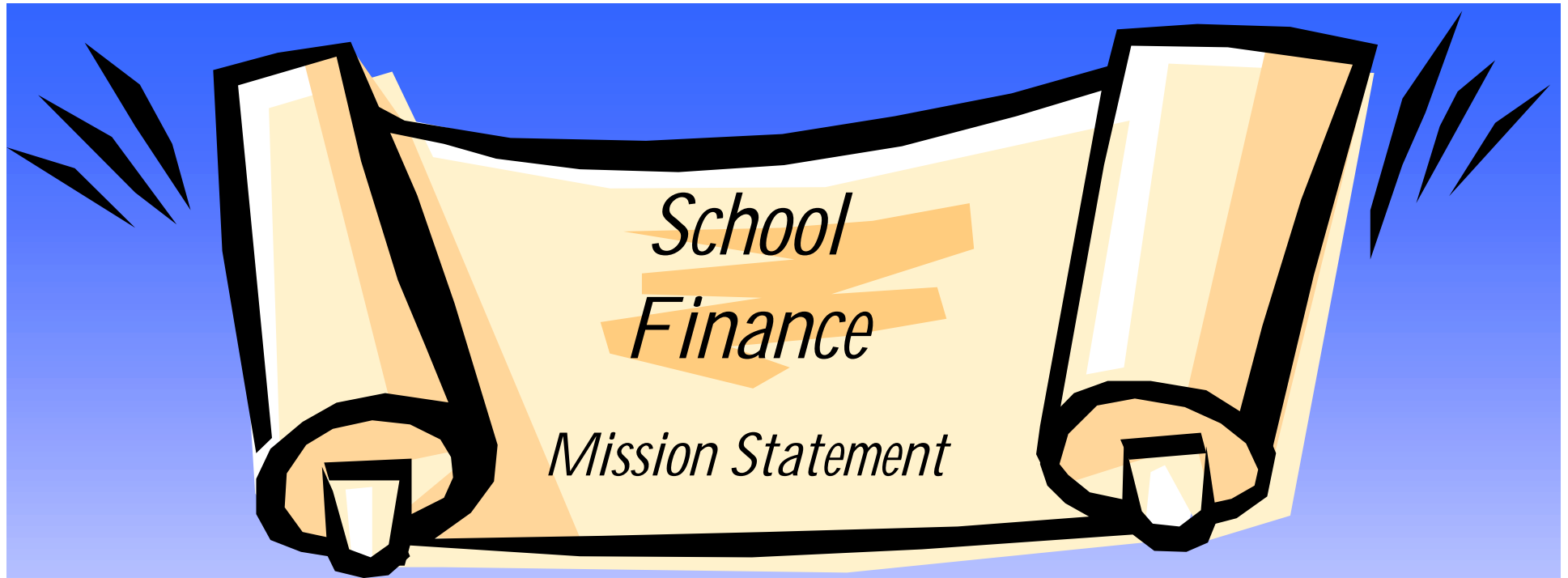


3. Vending Machines



4. Breaks





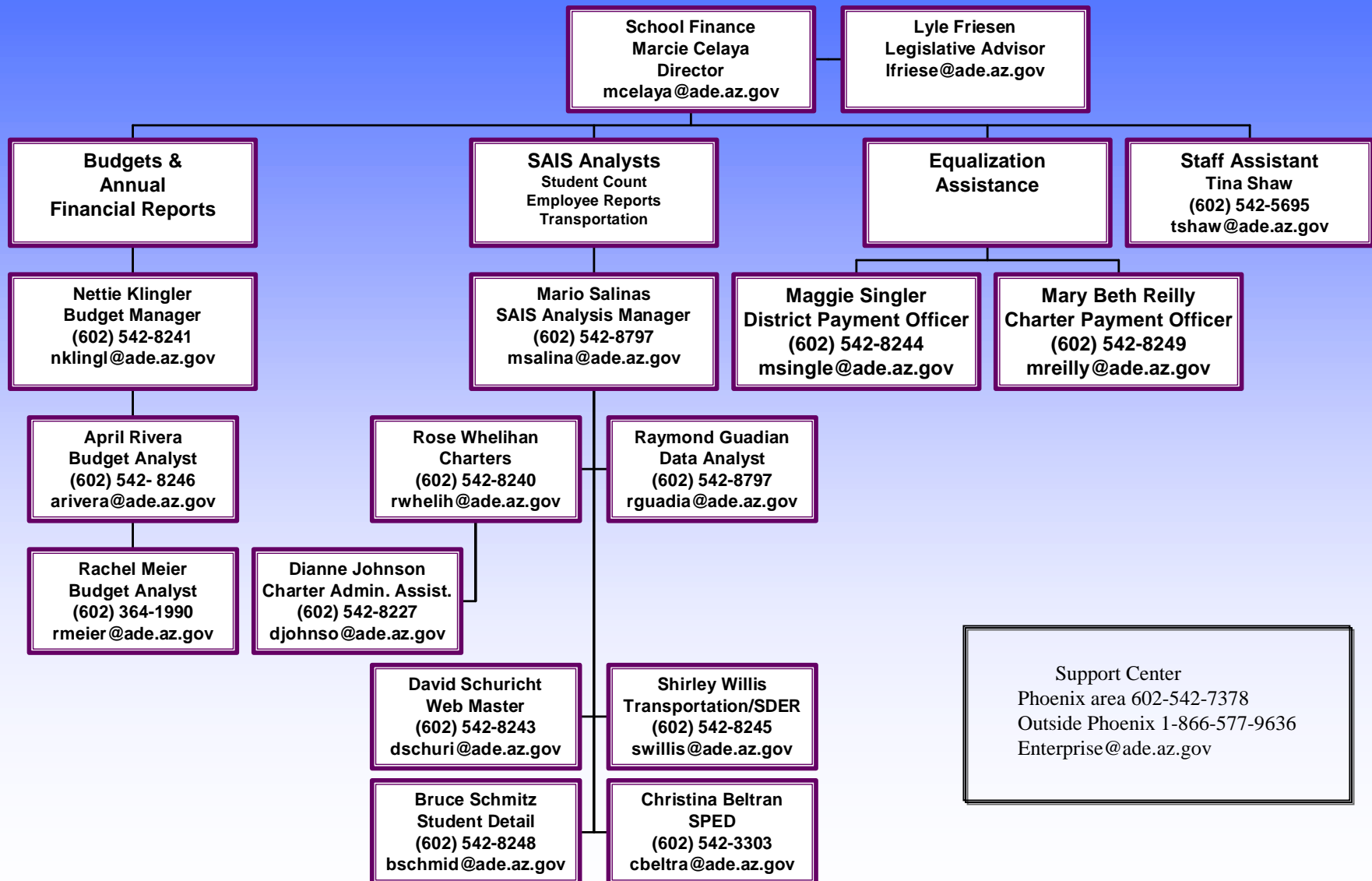
School Finance provides state aid through a statutorily prescribed funding formula, collects and provides accurate financial and student data, assists schools in complying with state laws and federal regulations, & responds to requests for information.

Packets

Your Packet Contains the Following

- Copy of Presentation
- Auditor General's Memo #43
- Charter School AFR Food Service Instructions
- Annual Financial Report with Notes
- Classroom Site Project School-by-School with notes
- Classroom Site Project Narrative results with notes
- Classroom Site Project Distribution Schedule
- Organizational Chart
- Upload Glossary
- Evaluation Form

School Finance - Who are we?



AFR Forms

- Form Development Process
- Where to find the forms
 - School Finance
<http://www.ade.az.gov/schoolfinance/>
 - Auditor General
<http://www.auditorgen.state.az.us/>
- When they are available
 - Sign up for notification two ways
 - Email asd@auditorgen.state.az.us
 - Call Amanda Winn or Chris Cable at 602-553-0333



Budget, AFR and Affidavit Due Dates



Item	Due Date
Annual Financial Report FY 2002	Oct. 15, 2002
Proposed Budget FY 2004	Completed by July 5, 2003 Due to ADE by July 15, 2003
Affidavit of Publication for Proposed Budget FY2004	Completed by Aug. 5, 2003 Due to ADE by Aug. 5, 2003
Adopted Budget FY2004	Completed by July 15, 2003 Due to ADE by July 18, 2003

Importance of the AFR

- Superintendents Annual Report
- School Finance pulls some number's from the AFR
 - Audit Expenses
 - Current Expenses by Category
 - Goes into the school report card



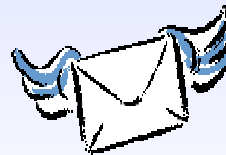
Here's April

To Discuss
The
Annual Financial Report



AFR Cover Page

- Signing and submitting
 - Signed by the Governing Board
 - Mail the signed original cover page to
ADE
School Finance, Bin #13
1535 W Jefferson
Phoenix, AZ 85007



School Wide Revenue

AFR Page 1 of 8

- Revenue

- Local Sources



- Intermediate Sources



- State Sources



- Federal Sources



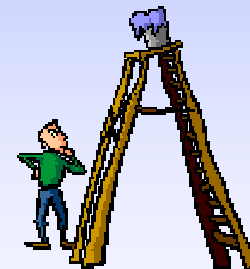


Expenses



AFR Page 2 of 8

- Expenses
 - Budget Expenses
 - Actual Expenses
 - Classroom Site Project
 - New Line Included (Line 33)



Classroom Site Project

AFR page 3 & 4 of 8

- Base Salary
 - 20%
- Performance Pay
 - 40%
- Other
 - 40%



Supplementary Information

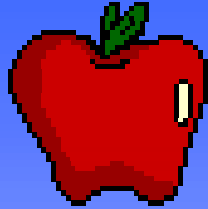
AFR Page 5&6 of 8

- Section C
 - Audit Services
- Section F
 - Tuition Expense
- Section H
 - Used on the School Report Cards
- Page 6 – No Changes
 - Same as Last Year

Federal and State Projects

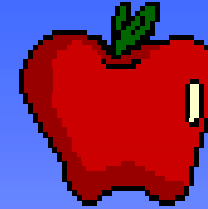
AFR Page 7 of 8

- Federal Projects
 - 1295 Goals 2000 Removed
- State
 - Same as Last Year



Food Service

AFR Page 8 of 8



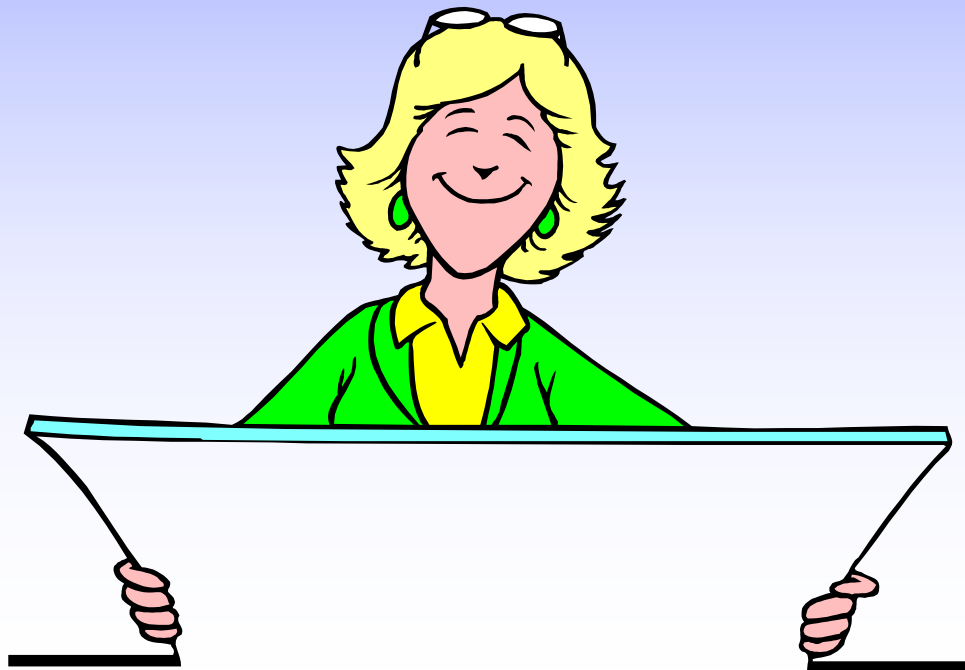
- Special Instructions
 - Expenses – 6631USDA Commodities (Freight Only) has been added
 - Section G is New

Here's Nettie

To Discuss

The

Classroom Site Project





School-by-School

- Complete and submit only if the Charter has more than 1 site (campus, schools)
- Upload separately under 2002 Charter School Annual Financial Report – Actual

Classroom Site Project

School-by-School

CSP by Campus

- Must be complete if more than one campus
- Broken out by Projects 1011, 1012, 1013
- Uploaded Separately

CSP Narrative Results Summary

- Break out expenditures by program
- Briefly describe results from project expenditures
- Upload Separately

Classroom Site Project Estimate

	Year 1 FY 01-02	Year 2 FY 02-03	Year 3 FY 03-04
Date JLBC Establishes Estimate	March 30, 2001	March 30, 2002	March 30, 2003
Current Estimate	\$ 272	\$ 239	????

How are CSP Funds Calculated

- FY2002-03 Calculation

Estimated Sales Tax Collection

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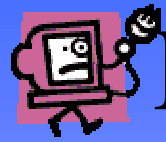
Weighted Student Count

= Per Student Estimate

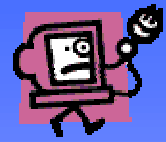
Schedule of State Sales Tax Distribution to Schools FY2002-2003

# of Months	Months of Collection	*Anticipated Month of Distributed to Schools		
1	June	September		
2	July	October		
3	August	November		
4	September	December		
5	October	January		
6	November	February		
7	December	March		
8	January	April		
9	February	May		
10	March	June		
11	April	July		
12	May	August		

* Please note, ADE is committed to processing the revenue received from the sales tax collection as fast as possible. Any adjustments to payments due to changes in student counts may cause delays.



How to Avoid Upload Errors



- Make sure the CTDS is on the forms and Cover Sheet
 - Also make sure there are nine numbers
- Make sure the file type matches the type of file
- Verify that the Fiscal year is correct
- Don't change any formulas
- Do not delete any rows
or columns



ADE School Finance

Web Site

Email Address

Phone Numbers

www.ade.az.gov/schoolfinance



schoolfinance@ade.az.gov



SF main number: 602-542-5695
Nettie's direct line: 602-542-8241
April's direct Line: 602-542-8246
Rachel's direct line 602-364-1990

